



2000 Forest Ridge Drive, Bedford Texas 76021,
www.bedfordtx.gov (817) 952-2179

Open: February 18, 2015
Close: When Filled

JOB POSTING
Day Camp Director
Temporary/Seasonal Part- Time
Hourly Salary: \$10.45

JOB SUMMARY:

This position is responsible for supervising the Day Camp Leaders with their camp interactions, scheduling of Day Camp Leader Staff, scheduling of daily camp activities, as well as supervising and/or participating in the daily camp activities with the day camp participants. In addition, this position provides a safe atmosphere for these activities to be held. The Day Camp Director has direct responsibility for the camp itself, as well as the Day Camp Leaders and camp participants. The camp operates Monday through Friday from 7am to 6:30pm.

MINIMUM QUALIFICATIONS:

- A High School Diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Some college/university coursework or equivalent is preferred but not required.
- Desired, but not required: Teacher's Certificate.
- First Aid and CPR (Training will be provided)

SKILLS AND EXPERIENCE:

- Working knowledge of staff supervision, supervising children in a day camp setting, and recreational games, crafts and activities; and ability to actively participate in games.
- Ability to complete duties and work assignments with minimal supervision.
- Demonstrated ability to communicate well with the public and especially when interacting with children.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Working ability to supervise children of varying age levels in group settings (15:1 camper to staff ratio).

TO APPLY:

For further information, please contact Recreation Program Coordinator at 817-952-2307. Applications are available on-line on our web site @ www.bedfordtx.gov , the Bedford Boys Ranch, 2801 Forest Ridge, Bedford or at City Hall, 2000 Forest Ridge, Bedford in Building B.

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